



## *The Village of Biscayne Park*

600 NE 114<sup>th</sup> St., Biscayne Park, FL 33161  
Telephone: 305-899-8000 Facsimile: 305 891 7241

**DATE:** April 3, 2020

**TO:** Mayor and Commissioners

**FROM:** David Hernandez, Interim Village Manager

**RE:** Village Weekly Manager's Report

- The Mayor was in a meeting with others local city mayors in conjunction with the Miami-Dade League of Cities in discussions of how the COVID-19 issue has been affecting their own City and what steps they are doing to prepare and coordinating with federal, state, county and other municipalities.

**IMPORTANT NOTE:** The Manager is urging all of Village residents to "STAY HOME", only go out if it is ABSOLUTELY NECESSARY, keep practicing social distancing, remember to wash your hands often, and observe proper cleaning and disinfecting measures.

### **VILLAGE MANAGER:**

- The Manager in conjunction with the Mayor and Chief of Police/Emergency Incident Commander worked to implement a Safe at Home Emergency Order.
- On March 23, 2020, the Manager worked with staff to establish a plan of working from home or in rotation system maintaining the social distancing due to the danger of COVID-19. Village Hall staff is working from home and occasionally at the office when necessary. Public Works staff is working with a skeleton crew and on a rotating schedule. Recreation Center is also working on a rotation system. Police Department is working 24/7 with no open office for the public.
- The Manager has put in place Zoom video conference for future Commission meetings. Still training staff personnel.
- The Manager has been working diligently with the Police Chief, he has assigned Chief Cabrera to become the Emergency Incident Commander during this COVID-19 virus.
- The Manager continuous to hold numerous telephone conference meetings with the Florida Department of Emergency Management and



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the Miami Dade County Emergency Management as to manage the COVID19 pandemic within our Village.

- The Manager has been in contact with various agencies in reference to the COVID-19 and continues to monitor with our Police Department and other outside agencies.
- The Manager is working with the Interim Village Attorney on replacement of Village Officials in case of illness or disability during the COVID-19 crisis to ensure continuity of Village business.
- The Manager has been in constant contact with lobbyist David Caserta in obtaining protective gears supplies through the state level.
- All public meetings remain cancelled due to the COVID-19 until further notice.
- The Manager continues to update all Commissioners and the Mayor as to the COVID-19 through emails, email blasts, and posting on the Village website and all other issues pertaining to the Village.
- The Manager added Next Door platform, to expand communication with residents of Village of Biscayne Park.
- The Manager received communication from Director of CITT to extend the audit findings through May 31, 2020.
- The Manager continue to work with Finance on Budget issues of starting actions and deadlines with the COVID-19 pandemic on scenario.
- The Manager continues to work with the Village Attorney in numerous Village issues and specifically in finding solutions to re-occupancy licenses to assure continuity of real estate transactions.
- The Manager continues to work with Auditors and Finance regarding 2019 audit.

### **VILLAGE CLERK:**

- COVID-19
  - Continue to work on all developments on the issue of COVID-19.
  - Continue working with the Interim Village Manager, David Hernandez and Chief of Police / Emergency Incident Commander, Luis Cabrera on



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all communications going out to Commission and residents of the Village of Biscayne Park.

- Continue to work on communication with Seniors of the Village of Biscayne Park, answering calls, updating list, and forwarding information.
- Continue to work with telephone company to have Village's calls forwarded to telephones lines installed at staff homes (Village Clerk and Administrative Assistant) during the period of Village Hall being closed due to COVID-19.
- Continue to work with telephone company to switch all telephones to a modern cloud-based system that allows relocation of devices (working from home) with all users, during any disaster situation.
- Continue working with Cesar Hernandez to implement and learn to manage Zoom tools for future Commission meetings.
- Continuously updating Village's website and sending email blasts for the Village of Biscayne Park residents.
- Personnel - Payroll processing, timesheets and other documents provided to finance on time.
- Continues to work from the office when necessary to retrieve bills, correspondence in general, including checks of payments to be mailed.

### **FINANCE:**

- Working with auditors on preliminary requests for information for the 2019 audit.

### **CODE ENFORCEMENT:**

**Due to COVID-19 pandemic the Code Enforcement activities has been suspended until further notice.**

- Code Officer worked at the office on Monday, March 30<sup>th</sup>  
Notice of Violation                      1 – work without a permit
- Working from home catching up on emails and responding.



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### **BUILDING DEPARTMENT:**

**Due to COVID-19 pandemic the Building Permits activities has been suspended until further notice.**

In response to the COVID-19 pandemic the Building Coordinator's responsibilities have been restricted to answer inquiries by the resident and others, to restrict social interactions. No permits are to be issued and no inspection to be conducted by the Building Department. Also, the department has been gathering information to provide to the census bureau in regards to a response to their request "The U.S. Census Bureau requests your response to the Building Permits Survey. Because of the recent Coronavirus (COVID-19) outbreak, we realize you may not have immediate access to the records you need to provide exact responses to the questions in this survey. If this is the case, we accept your best estimate. "

As the Floodplain Administrator efforts are still being made to get all required documents corresponding to the Community Rating Service guidelines, for the completion of the integration as a CRS community.

### **POLICE DEPARTMENT:**

#### **Police Department's Statistics for the Period**

**Total Cases: 192**

#### **Total Cases by Category**

|  |    |
|--|----|
| Alarms:                                  | 0  |
| Assists other Police Agencies:           | 5  |
| Sick/Injured/Person:                     | 1  |
| Suspicious Person/Vehicle:               | 1  |
| Information/Non-Criminal Investigations: | 11 |
| Repossession:                            | 0  |
| Residential Burglary:                    | 0  |
| Vehicle Burglary:                        | 0  |
| Domestic Dispute / Battery / Arrest:     | 1  |
| Hit and Run:                             | 0  |
| Traffic Crash:                           | 0  |
| Grand Theft:                             | 0  |
| Stolen Vehicle:                          | 0  |
| Petit Theft:                             | 0  |
| Missing Person:                          | 0  |



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|                            |   |
|----------------------------|---|
| Criminal Mischief: Vehicle | 0 |
| Narcotics Arrest:          | 0 |
| Fraud:                     | 0 |
| Identity Theft:            | 0 |
| Traffic Arrest:            | 0 |
| Traffic Citation Issued    | 8 |
| Traffic Warning            | 0 |

### **Significant Activities:**

- No crimes or incidents occurred last week.
- Phone contact with Senior Residents.
- Directives were distributed to all village officers to assist with pedestrian curfew and educating the community over the COVID-19 (coronavirus).
- Police Department continues to monitor the Coronavirus via Miami - Dade County Mayors Office, in conjunction with Miami - Dade Health Department and their E.O.C staff. We are in constant communication and being updated on the issue.
- Continued directed patrol initiative for all our officers to proactively prevent vehicle crimes throughout our village. "No reported incidents"
- Updating and distributing new media releases via email to all residents and officers.
- The Emergency Incident Commander Chief Luis Cabrera continues to work in conjunction with State, County and other local municipalities for COVID-19.
- The Emergency Incident Commander Chief Luis Cabrera has reached out to the Office of Congresswoman Frederica S. Wilson to request federal assistance.
- The Emergency Incident Commander is working constantly with the Interim City Manager.
- Ongoing working on public information You Tube Video reference COVID-19 for social media.
- Officers continue to monitor every thirty (30) minutes an active watch order at the Ed Burke Recreational Center and Park.



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- Personnel Protective Equipment has been provided to all full and part time officers to include (Body Suit, N95 Mask, Gloves, Booties, Face Shield, Hand Sanitizer, Eye Wear)

### **PARKS & RECREATION:**

- Manager and staff monitored Recreation Center and Park closing.
- Manager removed basketball rims.
- Manager continued formatting filing system for archiving.
- Staff continued internal projects focused on cleaning and organizing the recreation center.
- Manager communicated with contracted instructors about programming.
- Weekly grounds and building maintenance.

### **PUBLIC WORKS:**

- Worked with Recreation Manager to remove basketball rims to avoid temptation of residents using the courts during Emergency Order.
- Cesar Hernandez continues to work on Code Enforcement related issues in lieu of Code Officer not on the grounds.
- Cesar Hernandez continues to working to set up and making Zoom operational to next Commission meeting, preparing staff and Commissioners.
- Daily and weekly median maintenance.
- Road repairs (sink hole) located at 11102 NE 9<sup>th</sup> Court.
- Resume edging the median (Avenue only).
- Mowed the Recreation Center and ball field.
- Watered landscaping throughout the Village of Biscayne Park.
- Note: Because of the Covid-19 virus the Public Works Department has been working with a skeleton crew and on a rotating schedule.

**Wishing everyone a great weekend!**